## Outlook – Set Up Rules for Multiple Email Addresses

If you have multiple CUNY email addresses due to multiple campus affiliations, the email transition to Microsoft 365 will merge all of your inboxes into one. If you would like to be able to view emails sent to your various email addresses separately, you can set up rules within Outlook to separate these emails into their own folders.

<ol> <li>Open your Outlook desktop client.</li> <li>Create a subfolder in your Inbox folder for each of your email addresses by right-clicking Inbox and selecting New Folder</li> </ol>	▲ Favorites Inbox - Search Inbo Inbox - Company Mindow Sent Iter Outbox Inbox -  Rename Folder Inbox 3 Inbox 3 Inbox -  Move Folder Inbox 4 Delete Folder Inbox -  Delete Folder
2. Type in the name for your folder. Example: BCC Inbox	Create New Folder × Name: BCC Inbox Folder contains: Mail and Post Items × Select where to place the folder: Templates * Inbox
<ol> <li>Within the Home ribbon, click on the Rules dropdown menu and select Manage Rules &amp; Alerts.</li> </ol>	Rules OneNote   Unread/   Categorize   Follow   Read   V   Dread/   Create Rule
4. Click the <b>New Rule</b> button.	Rules and Alerts          Email Rules       Manage Alerts         Apply changes to this folder:

5. Select <b>Apply rule on messages I receive</b> and <b>click</b> the <b>Next</b> button.	Start from a blank rule         Apply rule on messages I receive         Tell Apply rule on messages I send         Step 2: Edit the rule description (click an underlined value)         Apply this rule after the message arrives         Cancel       < Back       Next >         Finish
<ul> <li>6. Select the checkbox next to send to people or public group in the Step 1 section of the Rules Wizard window.</li> <li>a. Click on the people or public group link in the Step 2 section of the Rules Wizard window.</li> <li>b. Search for your email address that you are applying the rule to in the address book and double-click to select it. Click the OK button</li> </ul>	Rules Wizard       >         Which condition(s) do you want to check?       Step 1: Select condition(s)                from people or public group             with specific words in the subject             through the specified account             sent only to me             where my name is in the To box             marked as sensitivity             flagged for action             where my name is in the Cc box             where my name is not in the Cc box             where my name is not in the To or Cc box             where my name is not in the To box             where my name is not in the To box             where my name is not in the to box             whith specific words in the subject or body             with specific words in the subject or body             with specific words in the sender's address             with specific words in the sender's address             with specific words in the sender's address             sasigned to category category             vith subject or public group             Cancel < Back Next > Finish
<ol> <li>The Step 2 section should have your name in the description. Click the Next button to continue.</li> </ol>	Step 2: Edit the rule description (click an underlined value)         Apply this rule after the message arrives sent to Your Name         Cancel       < Back       Next >       Finish

8. Select the checkbox next to move	Rules Wizard X
it to the specified folder.	What do you want to do with the message?
	Step 1: Select action(s)
a. Click the <b>specified</b> link in the <b>Step 2</b> section.	move it to the specified folder         assign it to the category category         delete it         permanently delete it         move a copy to the specified folder         forward it to people or public group         have server reply using a specific message         reply using a specific template         flag message for follow up at this time         clear the Message Flag         clear message's categories         mark it as importance         pint it         play a sound         mark it as read         stop processing more rules
<ol> <li>Select the subfolder you had created to contain items sent to this email address and click the OK button.</li> </ol>	Rules and Alerts
10. Review your rule description and click the <b>Finish</b> button.	Step 2: Edit the rule description (click an underlined value)         Apply this rule after the message arrives         sent to Your Name         move it to the <u>BCC Inbox</u>
	Cancel < Back Next > Finish